



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, DIRECTOR

DATE: February 28, 2007

TO: Transportation Directors & Maintenance Personnel

FROM: Iowa Department of Education, School Transportation Office

RE: Pre-Use Inspection Form (TR-F-27B) Instructions

When a school district, contractor or RTA takes delivery of a new or used family-type/multipurpose passenger vehicle, Type A, B, C or D school bus, or RTA type bus, the vehicle can not be put into service until it has been inspected in accordance with Iowa Administrative Code (IAC) 281-43.25(8) which reads as follows:

*43.25(8) Notify the bureau of nutrition programs and school transportation of the state department of education of purchase and date of delivery so that arrangements can be made for the initial school bus inspection. No school bus can be put into service until it has passed a pre-use inspection conducted pursuant to Form TR-F-27B by the local board of education and the form has been provided to the bureau of nutrition programs and school transportation. The initial school bus inspection will be conducted at the earliest possible time convenient to the school and the department of education.*

In order to satisfy this requirement, the above named entities must complete the TR-F-27B Form and return it to the Iowa Department of Education prior to using a new or newly acquired vehicle. When properly completed, this form satisfies the requirements of IAC 281-43.25(8) and allows the entity to put the vehicle into service prior to the first official Department of Education inspection on that vehicle. Receipt of this form also notifies the Department of Education inspector(s) that your entity has a vehicle that needs to be inspected. An inspection can then be scheduled for a mutually agreeable time convenient for both parties.

Proper completion of the TR-F-27B Form includes:

- ☐ Filling in the top portion of the form for school district and vehicle specifics
- ☐ Placing an "x" or a checkmark in each box for items 1-47 that apply to your vehicle
- ☐ A signature of the person who performs the pre-use inspection on this vehicle
- ☐ The date the pre-use inspection was completed
- ☐ Faxing a copy of the completed form to the Department of Education at 515-281-7700
- ☐ Making a copy of the completed form and placing it in your file
- ☐ Placing the original copy of the completed TR-F-27B in the vehicle

The vehicle can now be put into service providing it has been licensed and titled by your entity. The properly completed TR-F-27B Form will serve as the chassis inspection card for the initial inspection that will be performed by the Iowa Department of Education. For subsequent inspections, the TR-F-27A card must be used as the chassis inspection card.